

**AUTHORIZATION FOR EMERGENT HIRING
PENDING COMPLETION OF CRIMINAL HISTORY CHECK**

SCHOOL DISTRICT/CONTRACTOR:

POSITION TITLE:

CANDIDATE'S NAME:

CANDIDATES SOCIAL SECURITY NUMBER

1. Describe the vacant position that needs to be filled.

2. Describe why the need for the applicant's employment was unanticipated or the position could not be filled within sufficient time for the applicant to complete the record check process.

3. Attach a copy of the applicant's online certification stating that he/she has not been convicted of any disqualifying crimes pursuant to the provisions of N.J.S.A.18A:6-7.1 et seq., N.J.S.A.18A:39-17 et seq., or N.J.S.A.18A:6-4.13 et seq. and N.J.S.A.18A:12-1 as applicable. NO REQUEST FOR EMERGENT HIRING WILL BE CONSIDERED WITHOUT THIS CERTIFICATION.

Date

Signature of District Superintendent or Contractor

Agree_____ Disagree_____

Signature of Executive County Superintendent

Date

**FOLLOWING EXECUTIVE COUNTY SUPERINTENDENT APPROVAL, THIS FORM
AND THE REQUIRED ATTACHMENTS SHOULD BE TRANSMITTED BY THE
DISTRICT SUPERINTENDENT OR CONTRACTOR TO:**

**Criminal History Review Unit
New Jersey State Department of Education
P.O. Box 500**

REVISED 2/24/2016

Trenton, New Jersey 08625-0500